



**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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J. TYLER McCAULEY  
AUDITOR-CONTROLLER

November 15, 2000

To: Audit Committee

From: J. Tyler McCauley  
Auditor-Controller

Subject: **SUNSET REVIEW FOR THE FOR THE LOS ANGELES COUNTY  
INTERDEPARTMENTAL COORDINATION GROUP (ICG)**

**RECOMMENDATION**

The Audit Committee recommend to the Board of Supervisors that the sunset review date for the Los Angeles County Interdepartmental Coordination Group be extended to October 7, 2003.

**BACKGROUND**

The Interdepartmental Coordination Group (ICG) was created in 1995 and formally established in 1997 by the Board of Supervisors (LACC § 7.04.375). The Board approved sunset review date for the Commission was October 7, 2000.

The Commission's functions are the following:

- A. Establish by-laws governing its meetings and activities for the purpose of carrying out the objectives contained in detailed guidelines and procedures adopted by the Board.
- B. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to implement the provisions of section 7.04.380 of the Los Angeles County code relating to the posting and closure of certain businesses.
- C. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to coordinate and enhance business regulation and enforcement activities within unincorporated areas.

- D. Submit a quarterly report to the Board summarizing its activities and recommending to the Board any changes or improvements of business regulation for unincorporated areas.

The ICG consists of thirteen members, comprised of representatives from each member of the Board and the following County Departments:

- ◆ Sheriff's Department
- ◆ District Attorney
- ◆ Forester and Fire Warden
- ◆ Department of Health Services/Environmental Health
- ◆ Regional Planning Department
- ◆ Department of Public Works/Building & Safety
- ◆ Treasurer and Tax Collector
- ◆ County Counsel

The commissioners have an indefinite term of office and do not receive compensation.

### **JUSTIFICATION**

ICG's accomplishments during the evaluation period appear to conform with its mission to recommend on and improve business regulation. These accomplishments included:

- Prepared, reviewed, and adopted the by-laws, guidelines, and detailed procedures set forth in the County Ordinance. This allowed the ICG to assume a role in the enhanced coordination and enforcement of licensing and other business related regulation.
- Assisted the Treasurer-Tax Collector in establishing and on-going monitoring of a complaint tracking system pertaining to business license issues.
- Coordinated efforts with County departments to close an adult video and toy store operating without a business license and who was in violation of zoning, building, and safety codes.
- Assisted the Department of Public Works in setting up procedures addressing illegal waste and used tire disposal and included the department in the "sign-off" procedure for new business licenses and renewals.

The Commission's goals for the next evaluation period include:

- Continuing to provide a basic coordination function in enforcing the Business License Ordinance in Los Angeles County's unincorporated areas.
- Formulating a recommendation to the Board regarding the Fire Department's and Sheriff Department's recommendation that each business in unincorporated areas be required to register and provide the County with basic ownership/responsible party information.
- Developing an "outreach" instrument to obtain information from departments on how the ICG may assist in addressing new enforcement developments.

- Pursuing coordination of County business license actions with federal, State, and local government agencies.

The Commission schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 7, 1997 to October 7, 2000, the ICG held 16 of 36 scheduled meetings, with average attendance of nine (69%) members. Although the Commission did not hold all scheduled meetings, it appears that the ICG meets the objectives adopted by the Board with a nominal County cost. Therefore, we recommend that the ICG's sunset review date be extended for another three years.

Please call me if you have any questions.

JTM:PM:DR

Attachments

c: Khanh Nguyen, Manager, Commission services

**COMMISSION SUNSET REVIEW**  
**INTERDEPARTMENTAL COORDINATION GROUP (ICG)**  
**REVIEW COMMENTS**

**Mission.** (Does the mission statement agree with the Board of Supervisors' purpose and expectations?)

Stated mission is as set forth in Chapter 7.04 of the Los Angeles County Code.

**CONCUR**

**Section 1. Relevancy.** (Is the mission still relevant and in agreement with the Board of Supervisors' purpose and expectations?)

The Commission promulgates and recommends guidelines and procedures relating to the posting and closure of certain businesses. It also helps to disband illegally operating businesses and to control, regulate, and enforce compliance with related business laws. Its mission assures the protection of neighborhoods, consumers, and the public, as well as the environment from any types of these illegally functioning businesses. **RELEVANT**

**Section 2. Meetings and Attendance.** (Are required meetings held and is attendance satisfactory?)

The Commission schedules monthly meetings, but only meets when a commissioner has business to discuss. During the evaluation period of October 7, 1997 to October 7, 2000, the ICG held 16 of 36 scheduled meetings, with an average attendance of nine (69%) members. **SATISFACTORY**

**Sections 3 and 4. Accomplishments and Results.** (Are listed accomplishments and results significant?)

The following describes the actions of the ICG during the review period:

- Prepared, reviewed, and established bylaws governing its meetings and activities.
- Adopted and distributed expanded ICG Operating Guidelines and Procedures. These allow the ICG to assume a role in the enhanced coordination and enforcement of licensing and other business related regulations.
- Assisted the Treasurer-Tax Collector in establishing and on-going monitoring of a complaint tracking system pertaining to business license issues.

- Initiated closure proceedings against an adult video and toy store as a result of numerous complaints, which included operating without a business license, and violations of zoning, building, and safety codes. The business eventually shut down.
- Worked with the Department of Public Works to help ensure that certain types of businesses comply with proper waste disposal regulations that discourage illegal dumping of waste.
- Worked with representatives from the Fire Department and Sheriff Department, concerning a recommendation that each business in unincorporated areas be required to register and provide the County with basic ownership/responsible party information. **SIGNIFICANT**

**Section 5. Objectives.** (Are the objectives compatible with the mission and goals and relevant within the current County environment?)

The Commission's goals for the next evaluation period include:

- Continuing to provide a basic coordination function in enforcing the Business License Ordinance in Los Angeles County's unincorporated areas.
- Developing an "outreach" instrument to obtain information from departments on how the ICG may assist in addressing new enforcement developments.
- Pursuing coordination of County business license actions with federal, State, and local government agencies.

These objectives are consistent with the Commission's mission. **RELEVANT**

**Section 6. Resources.** (Are the resources utilized by the entity in support of the entity's activities warranted in terms of the accomplishments and results?)

Commission members do not receive a stipend for attending meetings, but attend meetings and conduct commission business as part of their regular County duties. Clerical services provided by the Executive Office of the Board of Supervisors (BOS) are absorbed within the BOS' budget. **WARRANTED**

**Section 7. Recommendation.**

**EXTEND THE SUNSET REVIEW DATE FOR THE INTERDEPARTMENTAL COORDINATION GROUP TO OCTOBER 1, 2003.**

**SUNSET REVIEW EVALUATION FORM  
FOR USE BY  
COMMISSIONS, COMMITTEES AND TASK FORCES**

**Organization Name:** Interdepartmental Coordination Group (ICG)

**Contact Person:** B. Eugene Romig, Room 383 Hahn Hall of Administration, 213/974-1451

**Mission:** Established by Los Angeles County Code Section 7.04.375, it is the responsibility of the ICG to do the following:

1. Establish by-laws governing its meetings and activities for the purpose of carrying out the objectives contained in detailed guidelines and procedures adopted by the Board;
2. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to implement the provisions of Section 7.04.380 relating to the posting and closure of certain businesses;
3. Promulgate and recommend to the Board for adoption, detailed guidelines and procedures to coordinate and enhance business regulation and enforcement activities within unincorporated areas;
4. Submit a quarterly report to the Board summarizing its activities and recommending to the Board any changes or improvements of business regulation for unincorporated areas (Ord. 97-0055 § 1, 1997.)

**Requested Sunset Date:** October 7, 2003

**ORGANIZATION'S SELF EVALUATION  
(October 7, 1997 – October 7, 2000)**

**REVIEW COMMENTS  
(August 7, 2000)**

<b>Section 1. How does the mission of the organization remain relevant in the current County environment?</b>	
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<p>Section 7.04.380 is applicable to all businesses within the unincorporated areas of the county operating without an appropriate business license. An accusation or allegation that a business is operating without the appropriate license may be reported to any of the following agencies for investigation: LASD, Treasurer-Tax Collector, Environmental Health (DHS), Regional Planning, District Attorney, Forester-Fire Warden, Building and Safety (DPW). Following an initial investigation by one of these agencies, a report is filed with Treasurer-Tax Collector (TTC). TTC will, after consulting with the Sheriff's Vice Bureau, determine if the ICG should convene to determine: which agency shall assume the lead in the further investigation, resolve legal and logistical issues, coordinate agency response to the accusation, and monitor the progress of enforcement efforts. If the investigation warrants further action, the ICG can cause a 48-hour posting of notice to close or other enforcement measures. Such circumstances are rare, however, when they occur, the ICG becomes vital and useful in enforcing the code.</p>	
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## Section 2. Meetings and Attendance

Meetings:

Required: Monthly as needed.

Scheduled: 36

Held: 16

Date of last meeting:

August 2, 2000

Average attendance per meeting:

nine (9)

Membership:

thirteen (13)

## Section 3. Identify the organization's accomplishments (output/products).

During the quarter ending 12/31/97, the ICG established Bylaws governing its meetings and activities for carrying out the objectives contained in detailed guidelines and procedures adopted by the Board; and established priorities for areas of discussion and process.

During the quarter ending 6/30/98, finalized expanded ICG Operating Guidelines and Procedures that allowed the ICG to assume a role in the enhanced coordination and enforcement of licensing and other business related regulations and initiated a review of the Business License Complaint tracking procedure carried out by TTC.

During the quarter ending 9/30/98, adopted the expanded ICG Operating Guidelines and Procedures, and initiated closure proceeding against an Adult Video & Adult Toy Store operating without a Business License. (The business subsequently closed.)

In the quarter ending 12/31/98, considered a proposal by the DPW that they be included in the business license "sign-off" process to assure new or renewal licensees' compliance with proper waste disposal regulations to discourage illegal dumping, and recommended that "temporary" businesses and those dealing in used tires be included in the procedure.

In the quarter ending 9/30/99, received a request from representatives of the Fire Department and Sheriff's Department to consider their recommendation that each business in the unincorporated area be required to register and provide the County with basic ownership/responsible party information. (This recommendation is still under consideration by ICG.)

**Section 4. Identify the outcome (results) of the organization's accomplishments during the evaluation period.**

Prepared, reviewed and adopted the Bylaws, Guidelines and Detailed Procedures as set forth in the County Ordinance that formalized the ICG in September 1997.

Assisted the Treasurer – Tax Collector in establishing and on-going monitoring of a complaint tracking system pertaining to business license issues in the unincorporated areas of the County.

Coordinated the efforts of LASD, TTC, Building & Safety, District Attorney, and Regional Planning in pursuing the closure of an Adult Video and Adult Toy Store operating without a business license and in violation of zoning and building and safety codes.

Assisted the DPW in setting up procedures to address illegal waste and used tire disposal, and including the department in the "sign-off" procedure for new business licenses and renewals.

**Section 5. What are the organization's objectives for the upcoming evaluation period?**

Continue to provide a basic coordination function in the enforcement of the Business License Ordinance in the unincorporated areas of Los Angeles County by the County agencies represented in the membership of the ICG; and act as a direct conduit for relevant information to the Board offices through the Board Deputies assigned to the ICG.

Continue the review and formulate a recommendation to the Board regarding the Fire Department and Sheriff's Department recommendation that each business in the unincorporated area be required to register and provide the County with basic ownership/responsible party information.

Develop an "outreach" instrument to obtain information from departments on how the ICG may assist in addressing new enforcement developments.

Pursue coordination of County business license actions with other governmental agencies, i.e., Federal, State, and Localities.

Invite Assistant Administrative Officer Lari Sheehan of the newly established Office of Unincorporated Area Services to meet with the ICG to explore mutual concerns and obtain an overview of the activities of the office.

Review the revised draft ordinance pertaining to a "Non-compliance Fee," proposed by Regional Planning prior to implementation and compile a compendium of other department's cost recovery fees structures.



**Section 6. Identify the organizations' use of resources (inputs) over the evaluation period.**

	BUDGETED	ACTUAL
DIRECT COSTS:	\$ -0-	\$ -0-
INDIRECT COSTS:	\$ -0-	\$ -0-
TOTAL COSTS:	\$ -0-	\$ -0-
<b>OTHER RESOURCES USED (ADMINISTRATIVE)</b>		
The costs of administration of the ICG activities is absorbed in the Budget for the Executive Office of the Board of Supervisors as clerical services are provided by Commission Services Division.		

**Section 7. Recommendation**

To be completed by Auditor-Controller or Audit Committee.

## Interdepartmental Coordination Group

NOMINATED BY			TERM EXPIRES
Molina	Ms. Angie Castro (F)		Indefinite
Burke	Mr. Chuck Bookhammer (M)	Chairperson	Indefinite
Yaroslavsky	Ms. Susan Nissman (F)		Indefinite
Knabe	Mr. Tim Riley (M)		Indefinite
Antonovich	* Mr. Conal McNamara (M)		Indefinite
Sheriff	Sergeant Ralph Kenealy (M)		Indefinite

(Continued)

\* Change  
Revised 07/05/2000

## NOMINATED BY

## TERM EXPIRES

District Attorney	Mr. John Bax (M)	Indefinite
Forester and Fire Warden	Captain Tom Voigt (M)	Indefinite
Department of Health Services/ Environmental Health	Mr. Michael Spear (M)	Indefinite
Regional Planning Department	Mr. Morris Litwack (M)	Indefinite
Department of Public Works/Building and Safety	Mr. Ariel Palomares (M)	Indefinite
Treasurer and Tax Collector	Mr. Dwight Andersen (M)	Indefinite
County Counsel	Mr. Richard E. Townsend (M)	Indefinite

Ms. Khanh Nguyen  
 Manager  
 Commission Services  
 500 West Temple Street, Room 383  
 Los Angeles, California 90012

Contact  
 (B) (213) 974-1431  
 (R)

## INTERDEPARTMENTAL COORDINATION GROUP (ICG) ATTENDANCE RECORD

Commissioner	Appointed By	9/30/1998	12/31/1998	3/31/1999	6/30/1999	9/30/1999	12/31/1999	3/31/2000	6/30/2000	9/30/2000	Totals	% Attend
Number of Meetings per Quarter		1	4	1	0	1	2	0	0	2	11	
Angie Castro	Molina	0	0	0	0	0	0	0	0	1	1	9%
Chuck Bookhammer	Burke	1	3	0	0	0	0	0	0	0	4	36%
Susan Nissman	Yaroslavsky	1	2	1	0	0	2	0	0	2	8	73%
Tim Riley	Knabe	1	1	1	0	1	0	0	0	1	5	45%
Tom Silver	Antonovich	0	1	1	0	1	1	0	0		4	44%
Conal McNamara	Antonovich									0	0	0%
Sergeant Ralph Kenealy	Sheriff	1	4	1	0	1	2	0	0	1	10	91%
John Bax	District Attorney	1	3	1	0	1	2	0	0	2	10	91%
Captain Tom Voigt	Forester and Fire Warden	1	1	0	0	1	1	0	0	1	5	45%
Michael Spear	Department of Health/Services Environmental Health	1	3	1	0	0	1	0	0	2	8	73%
Morris Litwack	Regional Planning Department	1	4	1	0	1	2	0	0		9	100%
John Gutwein	Regional Planning Department									2	2	100%
Ariel Palomares	Department of Public Works/Building and Safety	1	3	1	0	1	2	0	0	1	9	82%
Dwight Andersen	Treasurer and Tax Collector	1	4	1	0	1	2	0	0	2	11	100%
Richard E. Townsend	County Counsel	1	4	1	0	1	1	0	0	2	10	91%
Totals		11	33	10	0	9	16	0	0	17	96	
Average Attendance per Meeting -->											8.7	